

Student Worker – Alabama Department of Archives and History

Administrative Division – Museum Store Associate Job Description

Student worker position within the Museum Store, assisting staff in the day-to-day retail operations.

Pay Range:

\$8.50 per hour for an undergraduate student

\$10.00 per hour for a graduate student

Daily Responsibilities:

- Assist Museum Store visitors with purchases and other requests
- Operate Square Point of Sale system
- Manage store inventory
- Re-stock store shelves
- Maintain store organization and tidiness

Other responsibilities as necessary:

- Assist with online orders
- Search for potential new inventory
- Unpack new merchandise
- Import inventory into Square POS
- Barcode inventory
- Organize the stock room
- Manage Archives front desk as needed

Requirements:

- Friendly
- Conscientious
- Comfortable with technology including iPads, Bluetooth, and WiFi
- Basic knowledge of the Microsoft Office Suite (Word, Excel)
- Previous retail experience preferred but not required

Hours:

- 10.5 – 25 hours per week. Shifts available Monday through Saturday between 8:30 am and 4:30 pm.

Submit completed ADAH Student Application Form and resume to Cathy Shuford at cathy.shuford@archives.alabama.gov or call, 334-353-4691, for more information.



STUDENT WORKER POSITION-MUSEUM STORE ASSOCIATE